Defense Travel System (DTS)

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MARCOSYSCOM
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OVERVIEW

- POCs & Areas of Responsibility
- Fielding schedule/process
- Policy/Guidance
- Current issues
- Preparing
- Roles and Responsibilities
- Questions

POINTS OF CONTACT

Agency	Functional Area	Point of Contact
MCSC	O-6 Representative	Maj Zimmerman DSN: 432-5113
MCSC	Program Management	Donna Pelfrey DSN: 432-5118
CMC (M&RA)	Compliance	Dave Bye DSN: 378-9168
CMC (I&L)	TMO, CTO	Tim Vandagriff DSN: 225-7762
CMC (RF)	Accounting, SABRS	CWO4 Sweeney DSN: 223-9823
CMC (P&R)	Finance, Pay & Entitlements	CWO5 Fuqua DSN: 224-4081

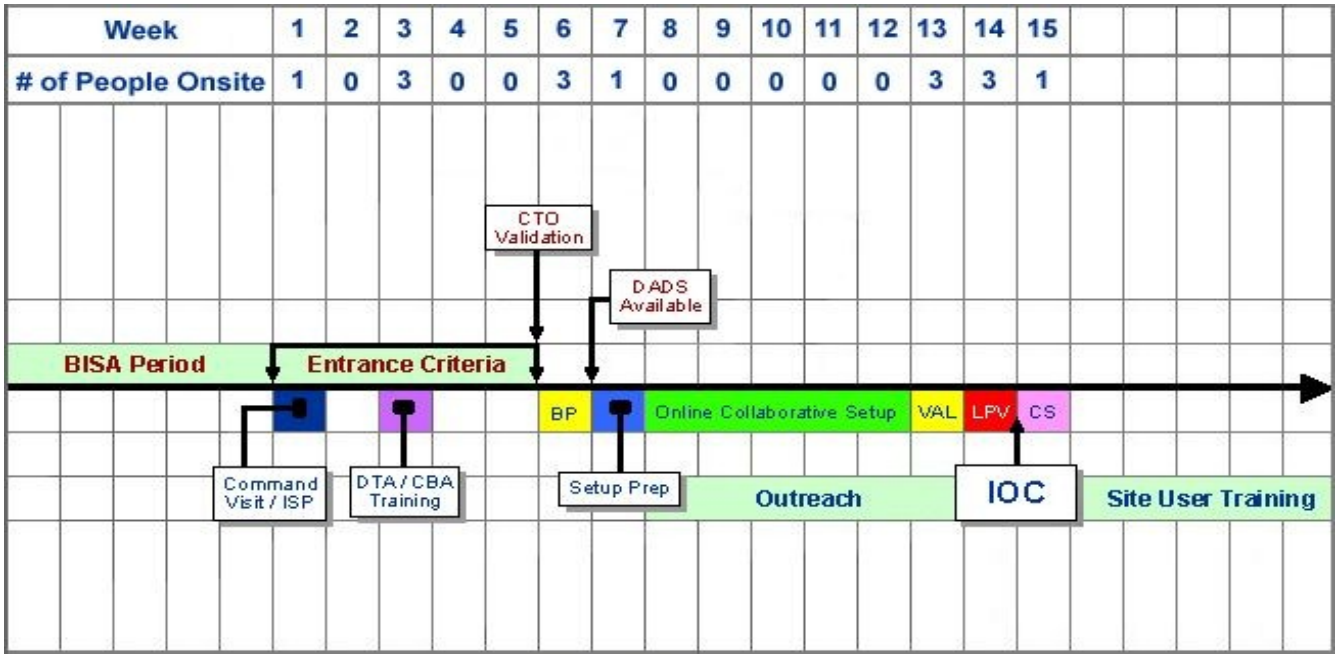
KEY WEB SITES

- **DTS Main web-page**
  - www.defensetravel.osd.mil
- **DTS Travel Center**
  - http://63.146.182.178/
- **USMC DTS web-page**
  - www.marcorsyscom.usmc.mil/sites/dts/
- **Electronic Confirmation of Tickets**
  - www.viewtrip.com

FIELDING SCHEDULE

SITE	COMMAND VISIT	IOC
NEW RIVER	Jun 05	Nov 05
OKINAWA	Dec 05	Apr 06
IWAKUNI	Jan 06	Apr 06
YUMA	Jan 06	Apr 06
HAWAII	Jan 06	Mar 06
CAMP PENDLETON	Mar 06	May 06

FIELDING PROCESS



LEGEND

BISA: Base Infrastructure Self-Assessment
ISP: Initial Site Planning
Entrance Criteria: Ensure PKI infrastructure. DBsign available
and issued to applicable users. Ensure Site has received necessary
software certifications necessary to use online environment.
Complete "As Is" mapping. Complete CTO Validation.
DADS: Defense Accounting and Disbursing System
DTA: Defense Travel Administration
CBA: Centrally Billed Account
BP: Business Process
VAL: Validation Period
IOC: Initial Operating Capability - Day DTS is available for use by Site.
LPV: Live Process Verification
CS: Customer Support

POLICY/GUIDANCE

- **MARADMIN 045/04**
  - **Initial policy from HQMC on fielding and implementation of DTS**
- **MARADMIN 490/04**
  - **Established Finance community as lead element for DTS implementation (LDTA)**
- **MARADMIN 068/05**
  - **Makes DTS use mandatory for TAD travel once the system is fielded**
  - **90-day window from IOC for all units to be on-board**

POLICY/GUIDANCE

- **Marine Corps Order on DTS (draft)**
  - **Combined effort of all advocates and MCSC**
  - **Comprehensive information – directive and informative**
  - **Under review for signature at HQMC**
  - **Copies will be distributed when signed**

PRE-FIELDING ACTIONS

- IT Evaluation
  - DBsign loaded on NMCI computers
  - CAC readers / CAC PIN with certs registered
  - Bandwidth
- Brief the Leadership
  - LOI for DTS fielding
  - Get all units involved on base
- Find DTAs
  - Strong individuals with authority
  - Consider adding civilian staff members

KEY LESSONS LEARNED

- LOA and SABRS
- Routing Lists
- TMO & CTO
- Training
- Compliance issues IOC & FOC

KEYS TO SUCCESS

- **Change management**
  - **Anticipate resistance to change**
  - **Emphasize benefit to travelers and finance community (more control, less work)**
- **Strong team for LDTA support**
  - **Include SMEs from all functional areas**
  - **Sound training process**
- **Well defined plan for transition to FOC**
  - **Establish timeline to field all units**
  - **Shut off paper-based process when fielded**

Defense Travel Administrator

- **LDTA – *Lead Defense Travel Administrator***
  Overall POC and responsible person for DTS at site

- **ODTA – *Organizational Defense Travel Administrator***
  Responsible for DTS Administration at organizational level

- **FDTA – *Finance Defense Travel Administrator***
  Responsible for budgets and LOAs in DTS at organizational level

- **TMO – *Traffic Management Office***
  Responsible for CBA Reconciliation

- **DMM – *Debt Management Monitor***
  Responsible for monitoring DUE US conditions

LDTA's Roles and Responsibilities

- The senior DTA at the Site
- Liaison between Site and Service Rep
- DTS setup/maintenance at the site
  - Orgs, Suborgs, Routing Lists, Profiles (These responsibilities will also be delegated to other DTAs)
  - Maintain LOAs by fiscal year and ensure that the Budgets are depicted correctly by quarters
  - Give/take permissions and accesses – based on permission level of the LDTA
  - Select ODTAs, FDTA, DTAs, and Tier 2 Help Desk
  - Ensure the system is functioning properly
- Act as a Help Desk Point of Contact

Defense Travel Administration Responsibilities

- Process rejects
- Manage travel documents
- Reports
- Reconcile CBAs
- Maintain LOAs and Budgets
- Update person profiles
- Track traveler debt
- Maintain Orgs, Routing Lists, and Groups
- Update training materials
- Maintain training records and plans
- Receive and Detach members

Operate the local Tier 2 Help Desk (T2HD)

LDTA/ODTA Responsibilities

- Assist in Site setup
- Maintenance of the DTS system
- Setup and operate the local Help Desk
- Coordinate registration of authorized callers to the Tier 3 Help Desk
- Ensure correction of rejected documents
- Correct overpayments to travelers
- Must be appointed in writing as an accountable official

FDTA Responsibilities

- Manage travel data by reconciling SABRS with DTS
- Allocate funds to the DTS Budget module
- Ensure DTS LOAs are properly loaded (in DTS and SABRS), established and maintained
- Prevent violations of the Antideficiency Act
- Retain a file of Appointment Letters for AO
- Initiate debt collection (when acting as the DMM)
- Appointed in writing

QUESTIONS

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